

Program B: Management and Finance

Program Authorization: R.S. 36:351

PROGRAM DESCRIPTION

The Management and Finance Program's mission is to be responsible for the timely and cost effective administration of accounting and budget control, procurement and contract management, data processing, management and program analysis, personnel management, and grants management to assure compliance with state and federal laws and assure that the Department's offices have the resources to accomplish their program missions. It is the goal of this program to optimize the use of funding to provide functions in a manner which properly supports all of the other programs in the Department of Natural Resources. There are two activities in this program: Support Services Fisherman's Gear.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. To ensure that 100% of department employees have been educated and informed about the issues of sexual harassment.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES						PERFORMANCE STANDARD AS APPROPRIATED FY 2000-2001
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001	
K	Percentage of employees trained	Not applicable ¹	0%	75%	75%	100%	100%	

¹ This indicator was not adopted as a standard in the year indicated.

2. (KEY) To reduce repeat audit exceptions to zero.

Strategic Link: Objective IV.4: To eliminate repeat audit exceptions.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES						PERFORMANCE STANDARD AS APPROPRIATED FY 2000-2001
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001	
K	Number of repeat audit exceptions	Not applicable ¹	1	0	0	0	0	

¹ This indicator was not adopted as a standard in the year indicated.

3. (KEY) To process 90% of valid claims for repairs to fishing vessels and gear damaged by underwater obstacles within 120 days of receiving a complete application.

Strategic Link: Objective IV.3: To reduce the number of Fisherman's Gear claims rejected by 5% for procedural errors.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES						PERFORMANCE STANDARD AS APPROPRIATED FY 2000-2001
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001	
K	Percentage of claims paid within 120 days	100.0% ¹	88.1% ¹	83.0%	83.0%	90.0%	90.0%	
S	Number of claims paid	200	111 ²	190	190	150	150	
S	Number of claims denied	50	18 ²	15	15	20	20	

¹ In FY 1998-99 the objective did not include the requirement of a complete application. Many applications are incomplete upon initial application and applicants may not respond timely to requests for additional information. Beginning in FY 1999-2000 and this year, the objective requires receipt of a complete application to initiate the 120 day period.

² The number of claims submitted declined during FY 1998-99. This may have been due to the initiation of an aggressive effort to investigate claims to ensure funds are properly distributed.

4. (KEY)To provide all programs in the department the support services necessary to accomplish all of their objectives.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES						PERFORMANCE STANDARD AS APPROPRIATED FY 2000-2001
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001	
K	Number of objectives not achieved due to insufficient support services	Not applicable ¹	Not available	Not applicable ¹	Not applicable ¹	0	0	

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$2,295,061	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	2,615,944	5,366,040	5,366,040	5,410,932	5,756,625	390,585
Fees & Self-gen. Revenues	71,450	201,283	201,283	201,283	201,283	0
Statutory Dedications	637,078	3,067,820	2,817,820	2,817,820	2,615,839	(201,981)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	312,285	1,068,037	1,068,037	1,068,037	866,057	(201,980)
TOTAL MEANS OF FINANCING	\$5,931,818	\$9,703,180	\$9,453,180	\$9,498,072	\$9,439,804	(\$13,376)
EXPENDITURES & REQUEST:						
Salaries	\$2,416,197	\$2,354,392	\$2,354,392	\$2,410,809	\$2,758,353	\$403,961
Other Compensation	206,343	23,816	23,816	23,816	23,816	0
Related Benefits	439,515	515,214	515,214	523,126	572,867	57,653
Total Operating Expenses	1,111,257	1,018,789	1,018,789	1,072,503	1,173,253	154,464
Professional Services	9,500	0	0	0	0	0
Total Other Charges	1,628,416	5,790,969	5,540,969	5,467,818	4,906,237	(634,732)
Total Acq. & Major Repairs	120,590	0	0	0	5,278	5,278
TOTAL EXPENDITURES AND REQUEST	\$5,931,818	\$9,703,180	\$9,453,180	\$9,498,072	\$9,439,804	(\$13,376)
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	60	60	60	60	63	3
Unclassified	1	1	1	1	1	0
TOTAL	61	61	61	61	64	3

SOURCE OF FUNDING

This program is funded with Interagency Transfers, Self-generated Revenues, Statutory Dedications and Federal Funds. Interagency Transfers are comprised of funds received from the various offices within the Department of Natural Resources for support services. The Fees and Self-generated Revenues are from insurance recovery and the sale of computer information. Statutory Dedications are derived from the Oilfield Site Restoration Fund (Act 404 of 1993) and the Fisherman's Gear Compensation Fund for support services associated with these activities. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.) Federal Funds are from Federal Energy Settlement Funds and the Department of Energy for support services associated with this activity.

	ACTUAL	ACT 10	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	1998-1999	1999- 2000	1999- 2000	2000 - 2001	2000 - 2001	OVER/(UNDER)
						EXISTING
Fishermen's Gear Compensation Fund	\$600,970	\$3,031,712	\$2,781,712	\$2,781,712	\$2,579,731	(\$201,981)
Oilfield Site Restoration Fund	\$36,108	\$36,108	\$36,108	\$36,108	\$36,108	\$0

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$9,703,180	61	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	(\$250,000)	0	Transferred \$250,000 in Statutory Dedications - Fishermen's Gear Compensation Fund from the Office of the Secretary to the Office of Conservation into Statutory Dedications - Underwater Obstruction Removal Fund for this activity.
\$0	\$9,453,180	61	EXISTING OPERATING BUDGET – December 3, 1999
\$0	\$29,862	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$0	\$33,495	0	Classified State Employees Merit Increases for FY 2000-2001
\$0	\$33,713	0	Risk Management Adjustment
\$0	\$17,770	0	Legislative Auditor Fees
\$0	(\$1,387)	0	Maintenance of State-Owned Buildings
\$0	\$977	0	UPS Fees
\$0	(\$97,456)	0	Salary Base Adjustment
\$0	(\$63,217)	0	Attrition Adjustment
\$0	(\$403,961)	0	Salary Funding from Other Line Items
\$0	\$3,525	0	Civil Service Fees
\$0	\$354,367	0	Other Adjustments - IAT from the Office of Mineral Resources for indirect cost
\$0	\$25,000	0	Other Adjustments - IAT from the Office of Coastal Restoration for GIS Lab
\$0	\$53,936	1	Other Adjustments - IAT from the Office of Coastal Restoration for an Accountant position to track expenditures for CWPPRA projects
\$0	\$0	2	Other Adjustments - Moved (2) two Information Technical Geographic positions from other charges to regular salaries
\$0	\$9,439,804	64	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$9,439,804	64	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001

			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$9,439,804	64	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 99.8% of the existing operating budget. It represents 88.3% of the total request (\$10,686,483) for this program. The 0.2% decrease from the existing operating budget is primarily due to funding adjustment necessary to ensure adequate funding, with attrition, of 63 recommended positions. This program does not have any positions that have been vacant for one (1) year or more.

PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2000-2001.

OTHER CHARGES

\$110,244	Legislative Auditor
\$20,000	Insurance recovery for equipment damaged by water
\$8,590	Sale of Data LA Entergy Access system for on-line data service to the private sector
\$1,083	Training for the purpose of the computer upgrades
\$150,000	Computer upgrades to help update computers in Management and Finance funds from Mineral Resources
\$31,500	Oyster Lease Project for computer hardware/software upgrades, storage equipment and reproduction equipment
\$697,907	GIS Lab includes 6 positions from Stripper Well FES Funds
\$2,470,217	Reimbursement to qualifying Louisiana commercial fishermen for damages to vessels or fishing gear caused by encounters with obstructions located in state waters within the coastal zone. Reimbursement is limited to \$5,000 per incident, and an individual company may file no more than two claims within a fiscal year.
\$45,423	Premium and Flex Pay
\$325,000	GIS Lab from the Office of Coastal Restoration and Management
\$3,859,964	SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$64,204	Department of Civil Service for personnel services
\$5,296	Division of Administration - Comprehensive Public Training Program (CPTP) for training services

\$4,908	Division of Administration - Office of Information Services (OIS) for mainframe access
\$84,603	Department of Treasury for banking services
\$799,607	Division of Administration for maintenance of State-owned Buildings
\$16,542	Division of Administration for Uniform Payroll System (UPS)
\$71,113	Office of Coastal Restoration and Management for Fishermen's Gear Activity

\$1,046,273 SUB-TOTAL INTERAGENCY TRANSFERS

\$4,906,237 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$5,278	New Equipment: Desk, Chair, and Computer Workstation
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\$5,278 TOTAL ACQUISITIONS AND MAJOR REPAIRS